

Position Announcement
Tennessee Department of Correction
Correctional Program Manager 1
(Executive Service)

Salary Grade: 27 Salary Range: \$2742.00 - \$4386.00/mo

The Tennessee Department of Correction seeks a professional primarily responsible for assisting the Associate Medical Director of TDOC in managing all applicable aspects of the medical contract including but not limited to auditing, compliance monitoring, and ensuring vendor meets all reporting deadlines. The position ensures accuracy of all liquidated damages reports for both medical and mental health vendors. Coordination of special projects including but not limited to the areas involving quality assurance, continuous quality improvement, integrated healthcare, and healthcare industry trend research. Design and develop training curriculum for and trains contract monitors and other QA (quality assurance) and CQI (continuous quality improvement) team members. This position exploits departmental and corrections industry intelligence to identify opportunities to achieve continuous quality improvement, economies of scale and efficiencies.

Responsibilities:

- Contract compliance monitoring activities, including ensuring that all contractual and policy performance standards are effectively assessed and met. Directs and initiates any corrective action or liquidated damages as necessary.
- Actively pursues intelligence to identify and recommend opportunities to achieve greater efficiencies and identify topics for write up in the corrections literature.
- Plans and designs CQI/QA projects intended to gather and analyze data relative to health care. Ensures that projects are logical and that all needed information is easy to obtain for the intended purpose, permitting clear and unambiguous inferences and conclusions.
- Reports requested are prepared as needed and within agreed-upon time schedules and reviews information provided in reports thoroughly to ensure accuracy.
- Ensures all medical and mental health contracts reporting deadlines are met as well as internal deadlines for CQI, QA, and medical monitoring teams.

Education and Experience: Possession of a bachelor's degree in a science major. Possession of a master's degree is preferred but not required. Experience in corrections is not required or necessary.

Minimum Qualifications:

- Bachelor's degree in the area of biology, natural sciences, chemistry, criminal justice, or psychology is required.
- Master's Degree in the area of business, technology or science is preferred.
- Excellent verbal/ presentation and written communication skills.
- Must possess strong interpersonal, organizational, analytical, risk mitigation, and computer skills
- Ability to conduct research for various projects
- Project management skills

To Apply: Submit a letter of application with complete resume including specific data regarding education, positions held, leadership roles, salary history, to:

Orville Campbell, MD, MBA
Associate Medical Director
Tennessee Department of Correction
Rachel Jackson Building
320 Sixth Avenue North
Nashville TN 37243-0465
[EMAIL orville.campbell@tn.gov](mailto:orville.campbell@tn.gov)
Fax # (615) 532-3065

Closing: Resume/Application must be received on or before **Friday, April 25, 2014**